

# CO-OPERATIVE FEDERATION OF VICTORIA LTD

## MINUTES OF BOARD MEETING

held at Victorian Producers' Co-operative Co., Brooklyn, on

THURSDAY 14 DECEMBER 1995

---

**78/95 PRESENT:**

J. Gill	Chairman
K. Chester	
D. Griffiths	
V. Hughes	
D. McMullan	
V. Ogier	
I. Risstrom	
A. Gill	Secretary

**79/95 APOLOGIES:**

B. Harford

*Resolved*

*"The apology is accepted."*

**80/95 NEW DIRECTOR:**

The Chairman welcomed Mrs Valerie Ogier to the Board.

**81/95 MINUTES PREVIOUS MEETING:**

*Resolved*

*"The minutes of the Board meeting held on 12 October, 1995 be confirmed as a true and correct record of that meeting and be duly signed by the Chairman."*

**82/95 BUSINESS ARISING FROM MINUTES:**

Government grant

The Secretary advised that the grant from the Justice Department has been received and banked in a 6 month term deposit with IOOF Building Society in accordance with previous instructions from the Board.

Co-operative Research Project

Vern Hughes gave a progress report on the research project on co-operative opportunities in Victoria and a further report will be given at the next Board meeting.

Weekly Times feature

The Secretary gave a report on the feature, and advised that the Chairman had instructed him to write to the Weekly Times expressing disappointment over a number of matters within the feature.

### Income tax

The Chairman advised that Grant Thornton has reduced their account by \$200 to \$600. The Chairman reported that Prowse Perrin & Twomey has put a submission to the Australian Taxation Office and is awaiting a reply. The Secretary advised that the date for lodgement of the Federation's tax return has been deferred to February.

### Co-operatives on the Internet

Co-operative information sourced by David Griffiths on the Internet was distributed to directors.

### National Co-operatives Newsletter

The Secretary advised that the first edition of the newsletter, *National Co-op Update*, is now available, and has offered to distribute copies with the next edition of the *Victorian Co-operative News*.

## **83/95 CORRESPONDENCE:**

Incoming and outgoing correspondence was tabled.

The Secretary referred directors to a letter written to the Minister for Roads and Ports on behalf of a member, seeking his intervention to reverse a new Vic Roads policy relating to the registration of co-operative motor vehicles.

### ***Resolved***

*"That incoming and outgoing correspondence be approved."*

## **84/95 MEMBERSHIP:**

### Applicants for membership

The Secretary advised that seven applications for membership have been received since the last Board meeting.

### ***Resolved***

*"That the following co-operatives be approved for membership of the Federation and the accompanying shares allotted."*

<b><i>Name of applicant</i></b>	<b><i>Shares to be allotted</i></b>
<i>Ballarat Community Education Centre Co-operative Society Ltd</i>	<i>426 to 430</i>
<i>Essendon Rental Housing Co-operative Ltd</i>	<i>431 to 435</i>
<i>Flemington Child Care Co-operative Ltd</i>	<i>436 to 440</i>
<i>Frankston Rental Housing Co-operative Ltd</i>	<i>441 to 445</i>
<i>Metro CERC Co-operative Association Ltd</i>	<i>446 to 450</i>
<i>Mulkirri Co-operative Ltd</i>	<i>451 to 455</i>
<i>South West Association of Co-operatives Ltd</i>	<i>456 to 460."</i>

### **Member delegates**

#### ***Resolved***

*"That the following delegates be accepted pursuant to the rules:*

<b><i>Name of Nominee</i></b>	<b><i>Member Co-operative</i></b>
<i>Mr. Ron Stone</i>	<i>Ballarat Community Education Centre Co-operative Society Ltd</i>
<i>Ms. Karella De Jongh</i>	<i>Flemington Child Care Co-operative Ltd</i>
<i>Ms. Shirley Faram</i>	<i>Frankston Rental Housing Co-operative Ltd</i>
<i>Ms. Wendy Hogg</i>	<i>Mulkirri Co-operative Ltd</i>
<i>Mr. Ron Howell</i>	<i>South West Association of Co-operatives Ltd</i>
<i>Mr. Fred Whiting</i>	<i>Terang and District Co-operative Society Ltd."</i>

### **85/95 FINANCIAL REPORT:**

#### **Profit and loss statement etc**

The year to date and November profit and loss statement and balance sheet, bank balance at 30 November and term deposit details were received by the directors.

The directors queried the variance between budget and actual figures. The Secretary advised the breakup of grant funds were not included in the budget and undertook to do so for the next report. Directors also discussed the amount spent on photocopying.

#### ***Resolved***

*"That the Secretary prepare a proposal for the next Board meeting analysing current expenditure on photocopying and on the costs for the purchase and operation of a photocopier."*

*"That the financial accounts be adopted."*

#### **Member Subscriptions**

The Secretary reported that 29 out of 37 members invoiced have paid their 1995/96 subscriptions, and he that expects most of the balance being paid over the next month. The Secretary recommended that \$5,000 of the funds received be transferred to a monthly term deposit.

#### ***Resolved***

*"That \$5,000 be deposited in a monthly term deposit with the Commonwealth Bank."*

#### **Accounts payable**

The Secretary tabled a list of accounts for October/November for payment.

#### ***Resolved***

*"That the accounts as presented be approved for payment."*

### IOOF Term deposits

The Secretary advised that after seeking the approval of the Chairman, he rolled over IOOF term deposits of \$15,700.35 and \$6,998.49 for a further 45 and 180 days respectively.

### **Resolved**

*"The Board endorses the Secretary's action of rolling over IOOF term deposits."*

### Income Producing Services

The Secretary gave the following brief report on income producing services:

*Plunkett Books* - after an initial positive response, sales of Plunkett books has been slow. However, there have been 10 orders for Edgar Parnell's new book, *Reinventing the Co-operative*, with orders likely to increase following extensive promotion around Australia.

*Insurance* - usage is increasing, with commissions being received from 11 policies, up from 3 policies at the end of the last financial year. The service is promoted through the Federation's news bulletin.

*Telephone Savings Scheme* - 3 applications have been received to date. The scheme is being promoted to directors of members and members.

Directors discussed the need for a strategy to develop the services of the Federation and to promote members.

### **Resolved**

*"That a working party comprising Valerie Ogier, David Griffiths and the Secretary be formed to investigate the basis for a strategy to develop and promote income producing services of the Federation and to promote the services of members."*

### Cheque Signatories

The Secretary advised that Stephen Chenery is still a signatory on the Federations cheques etc, and as he is no longer a director, recommended that a current director replace him. The Secretary advised new directors that the other signatories are John Gill, Vern Hughes and the Secretary.

### **Resolved**

*"The Board accepts Ian Risstrom as a signatory on the Federation's cheques and other financial instruments."*

## **86/95 STATE GOVERNMENT REPORT:**

### Co-operatives legislation

The Secretary advised that the Victorian Office of Fair Trading will begin work on the new co-operatives act on 2 January, 1996.

### Co-operatives legislation (cont)

#### **Resolved**

*"That the Secretary advise the Office that the Federation wishes to view a draft co-operatives bill before it is introduced into State Parliament."*

### Office of the Victorian Regulator-General

Mr. David Griffiths gave a report on the recent activities of the Office, and advised that the working group on which he represented the Federation has ceased meeting.

#### Efficiency workshop

The Secretary reported that he had been invited to participate in a workshop held by the Office of Business Affairs to explore potential savings through efficiencies in the Co-operatives Unit and the Associations area.

Following the workshop, the Secretary was contacted informally by a manager in the Office seeking the Federation's interest in undertaking the pre-incorporation functions currently undertaken by the Co-operatives Unit. The Secretary advised that the proposal has not yet been put to the Minister for Fair Trading.

#### **Resolved**

*"The Federation agrees, in principle, to undertake the pre-incorporation functions that are currently undertaken by the Office of Business Affairs."*

*"That the Secretary prepare a draft proposal for carrying out the pre-incorporation functions and to advise the Office that a proposal is being prepared by the Federation."*

## **87/95 SECRETARY'S REPORT:**

### Tasks performed October and November

A report on tasks performed by the Secretary during October and November was tabled.

### Co-operative brochure

The final draft of the brochure was previously distributed to directors. The Secretary reported that following suggestions by two directors, the brochure was amended and is now being prepared for printing.

### Co-operative curriculum in schools

The Secretary gave a report on the project.

### NSW Key Issues Conference

The Secretary reported on his attendance at the Conference, and tabled the papers of the conference.

**GENERAL BUSINESS:****Community co-operatives seminar**

Following the interest shown in the last seminar and from those who were unable to attend, the Secretary recommended that a second community co-operatives seminar be held during Autumn 1996.

***Resolved***

*"That a second community co-operatives seminar be held in late March."*

*"That Anthony Gill to be engaged to act as coordinator for the seminar, for same fee as for the first seminar, being \$1,200, and for the seminar to have the same budget as the first seminar, subject to a lower fee being paid to the Asia Pacific Co-operative Training Centre Ltd."*

**National Competition Policy**

The Secretary previously distributed information and a recommendation to directors on a proposal from the Co-operative Federation of NSW to hold a Co-operatives Council of Australia meeting in Melbourne early next year to discuss the likely effect of national competition policy on co-operatives.

***Resolved***

*"The Board agrees to host a meeting of the Co-operatives Council of Australia in early 1996 to discuss whether national competition policy is an issue for co-operatives."*

**ICA Congress**

Dan McMullan gave a report on his recent attendance at the 1995 International Co-operative Alliance centenary congress. Mr. McMullan offered to distribute material from the congress.

**88/95 NEXT MEETING:*****Resolved***

*"That the next ordinary Board meeting be held at VPC Wool Store, Brooklyn on Thursday 15 February, 1996 commencing at 10.30 am."*

*"That future ordinary Board meetings be held on the 3rd Thursday of every even month; 18 April, 20 June etc."*

**89/95 CLOSE:**

The meeting closed at 1.00 pm.

Signed ..... Date: ...../...../ 1996  
(Chairman)

# CO-OPERATIVE FEDERATION OF VICTORIA LTD

BOARD MEETING - 14 DECEMBER, 1995

## APPENDIX

### ACCOUNTS APPROVED FOR OCTOBER - NOVEMBER 1995

The following accounts were approved at the Board meeting of 14 December.

<u>PAYEE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
<b><u>October 1995</u></b>		
Anthony Gill	Corp Services, October '95	1520.00
	Printing (Annual Report, Newsletter Plunkett Catalogue, Telephone Flyer)	474.26
		1994.26
Anthony Gill	Weekly Times feature	600.00
Comm Enter Network	Co-op Community Seminar	857.00
Co-operative Energy	Photocopying	48.00
Daylesford Newsagent	Stationary	48.55
Daylesford Video	Fax	107.60
	Photocopy	194.50
		302.10
Grant Thornton	Representations to Tax Office	600.00
Henskan Printers	Business Cards	61.00
Herald & Weekly Times	Advertisement, Co-ops feature	875.00
NSW Registry Co-ops	Reg fee, Key Issues Conference	280.00
Petty Cash	Postage	92.80
Petty Cash	Postage	88.55
	Travel	7.20
		95.75
Plunkett Foundation	Book purchases	270.45
	Fee for bank draft	10.00
		280.45
Registrar of Co-ops	Lodge fee, special resolution	39.00
Registrar of Co-ops	Late lodge fee, special reso	12.50
Telstra	Telephone 4/7/95 to 10/10/95	764.70
Vic Producers' Co-op	Airfare Sydney return	410.00
	<b>TOTAL</b>	<b><u>\$7,361.11</u></b>

<u>PAYEE</u>	<u>PURPOSE</u>		<u>AMOUNT</u>
<b><u>November 1995</u></b>			
ABARE	Survey on Trees		30.00
Anthony Gill	Corp Services, Nov '95	1520.00	
	Printing (1992 Co-ops Bill)	109.56	1629.56
Aust Tax Office	1994/95 income tax		2093.85
Daylesford Newsagent	Stationery		38.95
Daylesford Video	Fax	36.20	
	Photocopy	175.25	211.45
Petty Cash	Postage	62.55	
	Travel	28.60	91.15
Prowse Perrin Twomey	1994/95 audit		485.00
<b>TOTAL</b>			<b><u>\$4,579.96</u></b>

**A. Gill**  
**Secretary**